

***Instructions for Completion of Contribution Notification Form
Neighborhood Assistance Tax Credit Program for Education***

Donations must be made directly to the approved NAP organization with no strings attached and without any conditions or expectation of monetary or other benefits from the NAP organization.

Determining the effect of making a donation for tax credits on a donor's tax liability is the sole responsibility of the donor. Before making a donation, or when tax-related questions occur, donors are encouraged to seek advice from a tax accountant or other tax advisor.

Tax credits are equal to 40% of the donation's value.

The name of donor (individual name or business name) must match the social security number/tax id number for that name on file with the Virginia Department of Taxation.

Date of donation: enter the actual date the donation was given to the organization.

- For donations given over a period of time, give the date of the final donation.
- For merchandise sold, auctioned, or raffled, the date the proceeds are received is the date of the donation.

Value of donation: amount listed should be the same as used for federal tax purposes.

- For checks, stock, merchandise, and real estate to be used by the NAP organization, the value of the donation is determined using IRS standards.
- Exception to IRS standards:
 - The value of merchandise donated to be sold, auctioned, or raffled is the lesser of the actual book cost of the item or the proceeds received by the NAP organization.
 - For rent/lease of facility, the value assigned cannot exceed the prevailing square footage rental charge for comparable property and must be agreed upon to by the donor and the NAP organization prior to the lease being signed. The NAP organization is responsible for obtaining documentation verifying reasonable costs for comparable property.